

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: ~~Certification & Appointment~~ Types of Employment

Effective Date: 12/16/02

Section No. : 24

Supersedes Policy: 01/19/88

I. PURPOSE

It is the objective of the Board of Supervisors to employ individuals in a variety of employment types to best meet the work requirements of the County and serve its citizens.

II. SCOPE

This policy applies to all full-time, part-time and temporary positions and employees.

III. DEFINITIONS

A. Full-Time Permanent Position

A full-time permanent position is defined as a position in which the incumbent works a full-time, regularly scheduled workweek on a continuous basis. Full-time permanent positions have no time limitation with respect to the duration of job assignment. Full-time permanent employees are eligible to receive full fringe benefits.

B. Part-Time Permanent Position

A part-time permanent position is defined as a position in which the incumbent works less than a regularly scheduled workweek on a part-time, continuous basis. Part-time permanent positions have no time limitation with respect to the duration of job assignment. Part-time permanent employees are eligible to receive pro-rated fringe benefits.

C. Full-Time Temporary Position

A full-time temporary position is defined as a position in which the incumbent works a regularly scheduled workweek for a maximum period not to exceed twelve (12) months. Full-time temporary employees are not eligible to receive fringe benefits.

D. Part-Time Temporary Position

A part-time temporary position is defined as a position in which the incumbent works less than a regularly scheduled workweek for a maximum period not to exceed twelve (12) months. Part-time temporary employees are not eligible to receive fringe benefits.

E. Workweek

A workweek is defined as the regular workweek for full-time positions, which consists of a five-day, 37.5, 40 or 42 hour per week schedule for every seven calendar day period.

IV. **PROCEDURES**

A. All positions in the County shall be characterized by one of the position employment types described in section III. A-D above.

B. Fringe benefits shall be provided to employees according to their position employment type.

C. An employee occupying two part-time permanent positions within the County shall be viewed as a full-time permanent employee for the purposes of fringe benefits if the combined position hours total a minimum of thirty-seven and one-half (37 1/2) per week.

D. Job Sharing

1. Any full-time permanent position may be job shared upon approval of the Department Head/Constitutional Officer. The combined work hours of the job-shared position shall not exceed the total hours of the full-time permanent position.
2. Job sharing may be initiated by a Department Head/Constitutional Officer when:
 - a. a position is vacant and job sharing fits the needs of the department, or
 - b. a position is filled and the incumbent agrees to or expresses a desire to job share.
3. The employment type of employees who job share shall correlate to the number of hours the employees work in a regularly scheduled workweek.

4. A Department Head/Constitutional Officer may approve job sharing for a specific period of time, normally not less than one (1) year. Job sharing arrangements may be revised with the approval of the Department Head/Constitutional Officer on an as needed basis.

E. Re-hire After Retirement

1. Employees who have retired from the County Government may be eligible for re-hire.

a. Rehire into a Full-time Permanent Position

1.a. After retirement, if an employee is re-hired into a full-time permanent position, the employee's retirement benefits shall cease until such time that the employee again retires.

2.a. If, within one (1) year of the initial retirement, a retiree is re-hired into a full-time permanent position at the same position grade level as the pre-retirement position, the employee shall earn a salary that is no greater than the salary that was earned immediately prior to retirement.

3.a. A retiree that is re-hired into a full-time permanent position that is graded either lower or higher than the pre-retirement position shall earn a salary that is commensurate with the position grade level and market conditions.

4.a. A re-hired full-time permanent employee shall be entitled to all fringe benefits associated with full-time permanent employment status.

b. Rehire into a Part-time Permanent Position

1.b. After retirement, if an employee is re-hired into a part-time permanent position, the employee's retirement benefits shall continue.

2.b. If, within one (1) year of the initial retirement, a retiree is re-hired into a part-time permanent position at the same position grade level as the pre-retirement position, the employee shall earn a salary that is no greater than the salary that was earned immediately prior to retirement.

3.b. A retiree that is re-hired into a part-time permanent position that is graded either lower or higher than the pre-retirement position shall earn a salary that is commensurate with the

position grade level and market conditions.

4.b. A re-hired part-time permanent employee shall be entitled to all fringe benefits associated with part-time permanent employment status.

c. Rehire into a Temporary Status Position

1.c. After retirement, if an employee is re-hired into a temporary status position, the employee's retirement benefits shall continue.

2.c. If, within one (1) year of the retirement, a retiree is re-hired into a temporary status position at the same position grade level as the pre-retirement position, the employee shall earn a salary that is no greater than the salary that was earned immediately prior to retirement.

3.c. A retiree that is re-hired into a temporary status position that is graded either lower or higher than the pre-retirement position shall earn a salary that is commensurate with the position grade level and market conditions.

4.c. Re-hired temporary status employees are not eligible to receive fringe benefits.